

OFFICE OF RESEARCH AND REPORTS

15 January 1957

Office Regulation R25-10

SUBJECT : Training Policy and Procedures

REFERENCES :

25X1A

DD/I Notice 25-410-1, Training at Non-CIA Facilities Under
Public Law 110, 22 December 1953

ORR Regulation 50-13, Required Reports, 12 June 1953

ORR Regulation 10-6, Security Concurrences and Clearances,
24 October 1955

RESCISSIONS: /ORR Notice 11-55, Policy, Procedures, and Deadlines for
Submitting Training Requests, 24 February 1955

/ORR Notice 15-53, Non-CIA Training, After Hours, Agency
Subsidized, 17 February 1953

/ORR Notice 1-55, Self-Sponsored Training, 4 February 1955

/ORR Regulation 22-1, Attendance at Professional Meetings,

15 January 1957

Office Regulation R25-10

1. PURPOSE

- a. To prescribe training policy as it affects ORR personnel.
- b. To furnish procedural guidance to ORR personnel in the preparation and submission of training requests, required training reports, and withdrawals from training courses.
- c. To prescribe the policy for ORR attendance at professional meetings.
- d. To assign responsibilities as appropriate.

2. POLICY

a. Training

- (1) It is the policy of ORR to develop maximum competence in all skills having direct or indirect bearing on ORR's capability to meet its responsibilities in the intelligence community.
- (2) All personnel have a responsibility to maintain their professional competence at a maximum.
- (3) In recognition of the principle that line supervision has primary responsibility for the successful accomplishment of the mission of the Office and the appropriate employment of personnel to this end, all supervisory levels will be provided guidance as to:
 - (a) limitations on time allocated to sponsored training;
 - (b) selection of personnel for sponsored training;
 - (c) changes in Office, Area, or Division objectives which may require special or specific training; and,
 - (d) policies pertaining to training which may originate above the Office level.
- (4) Office sponsorship for training can take several forms, e.g., active encouragement of individual initiative, subsidization of personnel by granting leave to undertake training designed to improve the individual's value to the Office and/or the Agency, or recommendations to the Office of Training that the Agency subsidize training to fill requirements of the Office or Agency.

15 January 1957

Office Regulation R25-10

- (5) Training will normally be provided by the Agency only for individuals:
 - (a) who declare their intention to make a career of service with the Agency;
 - (b) whose projected training will benefit the Agency either by increasing their capability to perform their duty assignments more effectively, or by preparing them to undertake specific duty assignments requiring greater skill or responsibility.
- (6) Sponsored training will not include academic work undertaken solely for the purpose of qualifying for degree candidate status or to meet degree requirements. The Agency will not sponsor persons for programs in which thesis writing (to meet degree requirements) is the major objective.
- (7) Sponsorship to training courses at local universities will normally be limited to courses conducted during other than duty hours.

b. Attendance at Professional Meetings

- (1) Expenses of travel in connection with, and expenses incident to, attendance at meetings of professional, technical, scientific, and other similar organizations will be paid by the Office only when such attendance is determined to be of benefit to the work of the Office and Agency. Attendance at such meetings will be on a highly selective basis. The meetings and personnel to attend will be approved by the Assistant Director or his designee.
- (2) Official duty status of selected personnel may be authorized, in compliance with security requirements, by the Chief of the Administrative Staff on the recommendation of the Area Chief for those persons attending professional meetings at their own expense for the purpose of maintaining their professional competence and standing.

3. PROCEDURES

a. Requests for Internal Training

(1) General

- (a) All applications for internal training (except language seminars) will be submitted on the green training

15 January 1977

Office Regulation R25-10

request. Form No. 73 "Request for Internal Training", in three (3) copies. Forms will be provided by the ORR Training Officer upon request.

- (b) The need for the proposed training will be discussed by the applicant and his supervisor. Information regarding the proposed training program will be furnished by the ORR Training Officer, Ext. #533, upon request.
- (c) Form No. 73 will be completed as follows:

Block 8: Complete only when applying for the Intelligence Orientation Course.

Block 11 refers to the trainee's supervisor at Branch Chief level, or higher.

Blocks 12, 13, and 21: Leave blank in all cases.

Block 14: Include a concise statement regarding the applicant's duties and the objective to be met in the training program.

Block 15: Include military service and significant pre-CIA employment.

Block 16: Intelligence Activities - Include intelligence occupational history,

Intelligence Training - Include courses, i.e., Basic Orientation Course, Military Intelligence Training, etc. Do not leave the spaces blank; if no activities or training have been participated in, type "None".

Block 19: Give the full course title and if known, both the starting and ending dates of the program.

Block 22 should contain the signature of the first-line Supervisor (Branch or Staff Chief).

Block 23 should contain the Division Chief's signature, or designee, followed by the initials of the responsible person in the Office of the Chief, Economic Research or Chief, Geographic Research.

Block 24 is to be signed by the ORR Training Officer or ORR Training Liaison Officer.

15 January 1957

Office Regulation R25-10

(2) Language Training

(a) Language Seminars:

All applications will be submitted in three copies on the mimeographed form "Application for Foreign Language Conversation Seminar". Forms will be provided by the ORR Training Officer upon request.

(b) Other Language Training:

1. Language Aptitude Test: All personnel will take the Language Aptitude Test before participating in their first Agency-sponsored language training program. The test may be arranged by contacting the ORR Training Officer, Ext. 4533, at least five weeks before the starting date of the course. Personnel anticipating language training are urged to take the test at their earliest convenience. When submitting a request for language training, indicate in Block 7 of the green training request, Form No. 73, that the Language Aptitude Test has been completed.
2. Pre-Language Training Interview: The applicant for language training will arrange for an interview with the instructor at least three weeks prior to the starting date of the course, except for:
 - a. individuals starting an elementary language course, or,
 - b. individuals applying for Phase II of a course (within six months after having completed Phase I).

The interview may be arranged by calling Ext. 4533, or by calling the instructor direct. The applicant will have the instructor sign the green training request in Block 10 at the time of the interview.

(3) Deadline for Submittal of Internal Training Requests
(For exceptions, see Section 6)

Requests for internal training courses will be submitted through channels (Division or Staff Chief, Area Chief) in sufficient time to be in the hands of the ORR Training Officer at least two and one-half weeks prior to the starting date of the proposed training course.

15 January 1957

Office Regulation R25-10

b. Requests for Agency-sponsored External Training

(1) General

- (a) All applications for Agency-sponsored external training will be submitted on the long, white tissue training request, Form No. 51-133 (or the revised Form No. 136): "Request for Training at Non-CIA Facility", in 10 copies through channels (Division or Staff Chief, Area Chief) to the ORR Training Officer.
- (b) Criteria as established in the "POLICY" section of this regulation must be adhered to. Applicants are urged to discuss the proposed training with their supervisor and the ORR Training Officer before submittal of the training request.
- (c) Form No. 51-133 (or No. 136) will be completed as follows:

Block 14: Check to insure that all information requested is included,

Block 15: Be specific regarding the objective to be met by the requested training. General statements, i.e., "To further trainee's knowledge of economics, etc." are not acceptable,

Block 16: State concisely the relationship of the requested training to the trainee's assignment,

Block 17: Include a statement of any previous training in the field of the training requested,

Block 23: Line Supervisors will indicate concurrence by initialling,

Block 24:

- 1. Above the heavy line, type:

Approval (not) recommended

ORR CAREER SERVICE BOARD

- 2. Below the heavy line, type the appropriate statement:

"No special security or cover arrangements required in the foreseeable future."

- or -

"Special security and cover arrangements are required."

15 January 1957

Office Regulation R25-10

3. Directly under "Signature of Office Head", type the name of the AD/RR.

(2) Deadlines for Submittal of External Training Requests - Agency Sponsored (For exceptions, see Section 6)

The fully-completed application for Agency-sponsored external training will be submitted through channels in sufficient time to be in the hands of the ORR Training Officer as indicated below:

- (a) For part-time training courses, at least 7 weeks before the starting date of the course. In the event a course is not announced within this time limit, training requests will be submitted immediately upon such announcement and special arrangements will be made with the ORR Training Liaison Officer.
- (b) For part-time tutorial instruction or special classes, at least two months before the starting date of the course, and.
- (c) For full-time training at least one month before the deadline set by the Office of Training.

(3) Required Reports

Upon completion of an external Agency-sponsored training program at a Non-CIA facility, all trainees will submit a report through channels to the ORR Training Liaison Officer. In the event a program continues for more than one semester, a report will be submitted at the conclusion of each semester. The report will be submitted in four copies on Form No. 10-9 "Report of Training at Government Expense", provided by the ORR Training Officer; Ext. 4533.

4. WITHDRAWAL FROM AGENCY-SPONSORED TRAINING PROGRAMS

Immediately upon determination that an individual must withdraw from any Agency-sponsored training courses(s), a written request for permission to withdraw must be submitted by the trainee's supervisor, through channels (Division or Staff Chief, Area Chief, Administrative Staff), to the Director of Training. The request will include:

- a. Course title, inclusive dates of course, location of training facility, and instructor's name,
- b. A brief, concise statement outlining reason(s) for withdrawal.

Actual withdrawal from an Agency-sponsored training course will not be effected until notification of approval by the Director of Training.

15 January 1957

Office Regulation R25-10

5. SELF-SPONSORED TRAINING


- a. Individuals desiring to take training at their own expense are required to submit a request for security clearance in conformance with Office Regulation R10-5.
- b. Personnel of ORR frequently undertake self-sponsored training activities which contribute materially to their background and over-all effectiveness. The Office copy of the security clearance request shows that such training was contemplated, but not that it was completed nor does it indicate the degree of success (grade or other indication) achieved. Persons who have undertaken self-sponsored training are therefore invited to report the results of that work to St/A for inclusion in official Agency records. Forms for this purpose will be sent by the ORR Training Officer to individuals whose training records indicate they have completed his training. This will insure that the results of self-sponsored training will receive consideration in any contemplated personnel action.

6. EXCEPTIONS

Exceptions to the provisions of this regulation may be granted under certain circumstances. Requests for exceptions should be discussed with the ORR Training Liaison Officer prior to submission of the training request for formal approval. Justifications for such exceptions may, at the discretion of the ORR Training Liaison Officer, be required in writing.

7. REQUEST FOR INFORMATION

For further information regarding training programs and procedures, contact the ORR Training Officer, Room 1007, "M" Building, Ext. 4533.


OTTO E. GUNN
Assistant Director

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RR Distribution No. 3B